

**MINUTES OF MEETING
CYPRESS PARK ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the Cypress Park Estates Community Development District was held Tuesday, **January 28, 2020** at 11:45 a.m. at 1925 US Hwy 98 S., Suite 201, Lakeland, FL.

Present and constituting a quorum:

Scott Shapiro	Chairman
McKinzie Terrill	Vice Chairman
Allan Keen <i>via phone</i>	Assistant Secretary
Steve Rosser	Assistant Secretary
Hyzens Marc	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Sarah Warren	Hopping Green & Sams
Rodney Gadd	Gadd Engineering
David Wheeler	Landowner

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were four members present, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns asked for any public comments about items on the agenda. Hearing none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members

Ms. Burns noted that a Landowners' Election was held prior to the Board meeting. The Supervisors who were elected were read the Oath of Office. Ms. Burns noted that Mr. Keen would

be sworn in at the next meeting since he was in attendance via phone. Mr. Terrill, Mr. Rosser, and Mr. Shapiro, were sworn in.

B. Consideration of Resolution 2020-26 Canvassing and Certifying the Results of the Landowners' Election

Ms. Burns presented the results of the Landowners' Election. Mr. Shapiro and Mr. Terrill received 159 votes each and will serve four year terms. Mr. Rosser, Mr. Keen, and Mr. Marc received 150 votes each and will serve two year terms.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, Resolution 2020-26 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Election of Officers

Ms. Burns noted that the officers could stay the same as presented at the Organizational Meeting, or they could change. The board chose to keep the same officer positions. Mr. Scott Shapiro was appointed as Chairman, McKinzie Terrill was appointed as Vice Chairman, and the other three supervisors, Allan Keen, Steve Rosser, Hyzens Marc, and George Flint with GMS, were appointed as Assistant Secretaries. Ms. Burns was appointed as Secretary.

D. Consideration of Resolution 2020-27 Electing Officers

Ms. Burns presented Resolution 2020-27, which designates the officers for the District, as stated above.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with all in favor, Resolution 2020-27 Designating Officers, with Mr. Shapiro as Chairman, Mr. Terrill as Vice Chairman, Mr. Keen as Assistant Secretary, Mr. Rosser as Assistant Secretary, Mr. Hyzens as Assistant Secretary, George Flint as Assistant Secretary, and Ms. Burns as Secretary, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the December 11, 2019 Meeting

Ms. Burns presented the minutes of the December 11, 2019 board meeting and asked for any comments, corrections, or changes. The board had no changes.

On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, the Minutes of the December 11, 2019 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, Opening the Public Hearing, was approved.

i. Presentation of Engineer's Report

Mr. Gadd noted there had not been any changes since the last meeting. The board discussed the wastewater facilities on page 9 of the Engineer's Report. Mr. Gadd stated that there will no longer be a 10 inch main going from the lift station to Johnson, the 10 inch will be along Johnson.

Ms. Warren asked Mr. Gadd if it was his professional opinion that the types of infrastructure improvements outlined in the Engineer's Report are proper public improvements for the district to fund and/or construct. Mr. Gadd answered yes. Ms. Warren asked if the cost estimates outlined in Exhibit 7 are reasonable and proper based on his experience, and Mr. Gadd answered yes.

ii. Presentation of Assessment Methodology

Ms. Burns reviewed the methodology and noted that the report allocates the debt to properties based on the benefit they receive from the Capital Improvement Plan. The assessment report will be supplemented with at least one more Supplemental Report that will reflect the actual terms of the bonds at the time they are issued.

Ms. Burns reviewed the tables. Table 1 outlines the product type, there is 1 Single Product Type for 703 units. Table 2 outlines the Capital Improvement Plan. Table 3 shows the bonds sizing, which shows issuance of \$29,000,000 in order to generate the construction fund necessary to build the improvements in the Capital Improvement Plan. Table 4 shows the improvement cost per unit. Table 5 shows the par debt per unit, which is \$41,252 per unit. Table 6 shows a net and gross annual assessment for each product type. It also includes the collection fees for early payment discounts for Polk County. Table 7 is the Preliminary Assessment Roll; it shows the two landowners and the assessed area per acre. Ms. Burns asked for any questions on the report, the board had none.

Ms. Warren asked Ms. Burns to confirm that if the assessments are allocated as set forth in the Assessment Methodology, that the assessments would be fairly and reasonably apportioned to the properties receiving a benefit. Ms. Burns confirmed that they are. Ms. Warren asked that Ms. Burns confirm the benefit that the property would receive is in excess of the amount of assessments that would be levied. Ms. Burns confirmed that statement was correct.

iii. Consideration of Resolution 2020-28 Levying Special Assessments

Ms. Burns explained that Resolution 2020-28 adopts the Engineer’s Report and the Methodology. It confirms findings that the costs in the Engineer’s Report are reasonable and proper, and outlines that the assessments benefit the properties listed in Exhibit 7. The resolution also says that the improvements will constitute a benefit to all the properties that are listed that will be equal to, or in excess of, the special assessments on those properties.

Ms. Warren added that the resolution also, under Section 5, contemplates that at the time the district is ready to issue its first series of bonds, the district would then adopt a Supplemental Assessment Report that would specify the exact terms of the bonds, and impose the actual assessments necessary to repay those bonds.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, Resolution 2020-28 Levying Special Assessments, was approved.

iv. Consideration of Notice of Special Assessments - ADDED

Ms. Burns stated this notice will be recorded to show there is a governmental lien on the lands within the district.

On MOTION by Mr. Shapiro, seconded by Mr. Rosser, with all in favor, the Notice of Special Assessments, was approved.

On MOTION by Mr. Shapiro, seconded by Mr. Rosser, with all in favor, Closing the Public Hearing, was approved.

B. Public Hearing on Adoption of District Rules of Procedure

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2020-29 Adopting the Rules of Procedure

Ms. Burns presented Resolution 2020-29 and noted that the rules had not changed since the board saw them at the prior meeting. Ms. Burns asked for any questions from the board, the board had no questions.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, Resolution 2020-29 Adopting the Rules of Procedure, was approved.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, Closing the Public Hearing, was approved.

C. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, & Enforcement of Non Ad-Valorem Assessments

On MOTION by Mr. Shapiro, seconded by Mr. Rosser, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2020-30 Expressing the District's Intent to Utilize the Uniform Method of Collection

Ms. Burns presented Resolution 2020-30 and noted that this would allow the district to use the Polk County tax bill to collect assessments. It does not obligate them to do so until they are ready.

On MOTION by Mr. Rosser, seconded by Mr. Terrill, with all in favor, Resolution 2020-30 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

On MOTION by Mr. Shapiro, seconded by Mr. Rosser, with all in favor, Closing the Public Hearing, was approved.

SIXTH ORDER OF BUSINESS

Ranking of Proposals for District Engineering Services and Selection of District Engineer

Ms. Burns stated that they received one proposal from Gadd & Associates, and she suggested ranking them #1. She suggested that they authorize staff to send a Notice of Intent to Award. Ms. Warren asked that they add to the motion, authorization of staff to prepare a Form of Agreement and authorization of the Chairman to execute the Agreement.

On MOTION by Mr. Shapiro, seconded by Mr. Terrill, with all in favor, Ranking Gadd & Associates #1 for District Engineering Services and Authorization for Staff to send a Notice of Intent to Award, Authorization of Staff to prepare a Form of Agreement, and Authorization of the Chairman to Execute the Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of 2020 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns noted this is an agreement that they send for all districts. It is related to not disclosing exempt parcels.

On MOTION by Mr. Terrill, seconded by Mr. Rosser, with all in favor, the 2020 Data Sharing and Usage Agreement with the Polk County Property Appraiser, was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Warren reported that the bond validation hearing was scheduled for February 26th at 2:15 p.m. They are working with Ms. Burns' office to compile the exhibits for the joint stipulation, and they have been in touch with the Assistant State Attorney.

B. Engineer

Mr. Gadd had nothing further to report.

C. District Manager's Report

Ms. Burns had nothing further to report.

NINTH ORDER OF BUSINESS

Other Business

Mr. Shapiro stated that Mr. Marc was at the meeting and asked Ms. Burns if he could be sworn in. Ms. Burns answered that yes, she could swear him in off the record after the meeting adjourned.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

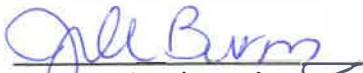
There being none, the next item followed.


ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting at 12:08 p.m.

On MOTION by Mr. Terrill, seconded by Mr. Shapiro, with all in favor, the meeting was adjourned at 12:08 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman